DocuShare 2.0 Administration Guide

Please read <u>Getting Started</u> completely before performing any administrative functions. These functions are available primarily through the DocuShare Administration screens located at: http://docushare-server/dscgi/admin.py/adminhome.

The **DocuShare Administration** screens support five administration categories, corresponding to chapters two through six of this manual. Other administrative functions, such as changing a user's password, are available anywhere in the site when logged into DocuShare using an administrator account. In addition, a small number of maintenance utilities are provided as command line routines that are not available via the administrative web interface because they require server shutdown during their operation.

Table of contents:

1. <u>Getting Started</u>

Quick overview of how to setup, customize and maintain a DocuShare site, and the role of being a DocuShare Site Administrator.

2. Setting Object Properties

Set the default initial property values that appear in object creation forms (e.g., Add File) and define new custom properties for each object.

3. <u>Configuring the Server</u>

Set configuration parameters, enter the server license authorization key, configure the server for SSL, and change the physical location of the document repository.

4. <u>Maintaining the Server</u>

Routine maintenance operations to keep your DocuShare server running efficiently.

5. Managing Accounts and Site Access

Perform a wide variety of account and access-related tasks, including setting site access policies, granting site administrator privilege, and maintaining users and groups.

6. Managing DocuShare Content

Edit server appearance characteristics, define its supported Mime Types, manage general site content and parameters, and generate user statistic reports.

7. Advanced Customization

Use command line scripts to increase DocuShare functionality.

8. <u>Administrator Tips and Suggestions</u>

Additional tips for managing a DocuShare site such as Managing Repository Growth, Backup Suggestions, Rotating Log Files and Object Restoration.

9. Appendix A: File Format Support

The list of proprietary file formats currently supported by DocuShare for document content-level indexing and HTML conversion.

10. Appendix B: Virus Scanning

The DocuShare procedures to follow for scanning and curing viruses.